



BUILDING PERMIT APPLICATION WORK SHEET

Liberty Lake Planning & Community Development
 22710 E. Country Vista Blvd., Liberty Lake WA 99019
 Phone: (509) 755-6707 Fax: (509) 755 6713
 Website: www.libertylakewa.gov

OWNER / APPLICANT INFORMATION

Owner:	Phone:	Applicant:	Phone:
	Fax:		Fax:
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
Contractor:	Phone:	Architect/Engineer:	Phone:
	Fax:		Fax:
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
WA State Contractor License:		Project Contact Name:	
Contractor UBI Number:		Project Contact Phone:	
Subcontractor:		UBI Number:	
Subcontractor:		UBI Number:	
<i>If you are using more than 2 subcontractors on the project or the subcontractors are unknown at this time, please supply a complete list of the subcontractors with their UBI Numbers at time of permit pickup for proper sales tax processing.</i>			
Has the project been reviewed & approved by the Homeowners Assoc. / Development Design Review Committee? (Please circle one) Not Applicable Yes No Applicant Initials:			

Property Owner's Signature	Printed Name	Date
Applicant's Signature	Printed Name	Date

SITE SPECIFIC INFORMATION

Street Address:			Assessor's Tax Parcel:
Legal Description:		Section:	Township: Range:
or Lot:	Block:	Subdivision:	
Project Description:			Estimated Value:
Single Family Res.	Multi-Family Res.	Manufactured Home	Commercial / Industrial
Basement Finish	Grading	Addition / Alteration	Tenant Improvement (New / Changes)
Fire Suppression	Deck	Accessory Structure	Other:

ADDITIONAL SITE INFORMATION

Are there existing structures on the property? Yes / No	What is the current property size? (sq. feet or acres)
Is the property within a 100-year flood plan? Yes / No	Is the property within 250 feet of a shoreline? Yes / No
Are there any wetlands, streams or ponds within 200 feet of the property? Yes / No	Is there evidence of fill or excavation on the property? Yes / No
Is the property in a wildlife habitat area? Yes / No	What is the current use of this property?
Is the site served by a septic system? Yes / No	Are or will there be wells located on the property? Yes / No
Are there slopes greater than 30% on the property (30 ft. rise in 100 ft.)? Yes / No (____%)	Are critical or hazardous materials used or stored on site? Yes / No

SPECIFIC PROJECT INFORMATION

Manufactured Home	Width:	Length:	Year:
State Approved? Yes / No	Number of Sections:	Make & Model:	
Fire Safety	Value:		
Fire Sprinkler / Paint Booth / Fireworks Display / Tent / Fire Alarm			
Relocation	Previous Address:		Proposed Use:
Multi-Family Residential	# of Units:	# of Stories:	Site Zoning: Adjacent Zoning:
Special Inspections?	Firm:	Phone:	Inspectors:
Concrete	Welding	Bolting	Reinforcement Other:

BUILDING INFORMATION (P&CD DEPT. OFFICE USE ONLY)

# of Stories:	Peak Height:	Total Habitable Space (sq. ft.):	
Main Floor Sq. Ft.:	Upper Floor Sq. Ft.:	Lower Floor Sq. Ft.:	Other Floor Sq. Ft.:
Fin. Basement Sq. Ft.:	Unfin. Basement Sq. Ft.:	Deck Sq. Ft.:	Covered Deck Sq. Ft.:
Garage Sq. Ft.:	Acc. Structure Sq. Ft.:	Occupancy Group:	Construction Type:
Occupant Load:	Heat Source: Gas / Electric / Other:		Sprinklers: Yes No
Water Purveyor:	Sewer Purveyor:	Fire District:	School District:
Front Setback:	Rear Setback	Right Side Setback:	Left Side Setback:
Lot Coverage %:	Road Width:	Designated Stormwater Control Area? Yes / No	Other Mitigation / Impact Fee Area:

PROJECT VALUE:	Building Permit Fee	
Processing Fee Paid Prior: Receipt #:	Plan Review Fee	
<i>Date Received & P&CD Staff Initials</i>	22% City Surcharge	
	Harvard Road Mitigation Fee	
	SBCC Fee	
	Mechanical Permit Fee	
	Plumbing Permit Fee	
	Other Fees:	
	Total Permit Fees Due	